



**BYLAWS
OF
HUNTER'S GLEN HOMEOWNER'S ASSOCIATION**

1. PURPOSE

The purpose of this organization is as set forth in Article III of the Articles of Incorporation as to otherwise engage in any lawful activity not prohibited for tax-exempt, non-profit corporations, in particular those activities which shall ensure maintenance of the character and integrity of the single-family residential character of the area represented and improve the overall appearance, security, and quality of life enjoyed therein, to include cooperation with other civic and community organizations in furthering the improvements and development of the area consistent with the purposes set forth in the Articles of Incorporation in ensuring a local government responsive to the needs and welfare of those individual citizens of the area represented as well as those in East Baton Rouge Parish.

2. AREA

The area served by this organization shall be the area encompassed by the following streets and roads:

On the north by Beckfield Avenue
On the south by Chasefield Avenue
On the east by Dawnwood Drive
On the west by Morsewood Drive

3. MEMBERSHIP

Membership shall be on a fiscal year (June – May) and shall be limited to one vote for each single family dwelling unit located within the geographical area defined above, based upon receipt of dues. Said dues shall be set from time to time by the board and shall be required to have been received at least 15 days prior to the annual meeting to entitle the single-family unit to its one vote for the election of officers and other matters considered by the general membership at the annual meeting.

4. VOTING

Each member at the annual meeting shall have one vote. Written proxies will be accepted provided that they are filed with the secretary before the meeting or at the beginning of the meeting at which the proxies will be used.

5. BOARD OF DIRECTORS/OFFICERS

The Board of Directors shall consist of the officers of the association and shall be elected for a term of one year at the annual meeting, with the term of office to begin on the first day of the month following the annual meeting. The initial Board of Directors shall consist of at least three directors but not more than five directors. The Board of Directors shall have the power to remove any officer who misses three consecutive meetings and may appoint a replacement for an officer who has been removed or who has resigned or may leave the position vacant, with a quorum being a majority of the remaining officers.

The offices and duties shall be as follows:

President – Preside at all meetings, including the Board of Directors meetings where the president shall be considered the chairman of the board, and otherwise perform all duties incident to the office.

Vice President – The corporation may have more than one vice president upon determination of the board. The executive vice president (elected) shall act on behalf of the president in the president's absence and shall otherwise assist in zoning and general public affairs. An administrative vice president may be appointed by the board and shall oversee membership and recordation of membership for determination of voting rights at the annual meeting and shall assist in development of communication between the membership and the other internal affairs of the area represented.

Secretary – The secretary shall keep the minutes of the meetings, send out notices of meetings and other matters, assist the president in preparing agendas for the meetings and maintain correspondence and membership records.

Treasurer – The treasurer shall receive income from dues, donations, and fund-raising efforts, and shall disburse funds in accordance with the determination of the Board of Directors. The treasurer shall also maintain a current financial report and ensure compliance with IRS regulations regarding non-profit corporations.

6. COMMITTEES

The president shall appoint a chairman of the following committees, with the appointee serving until a new president assumes office. Committee members need not be directors. The following shall be regular standing committees, with other committees created from time to time as needed:

Executive Committee – A policy-making committee consisting of the current officers and the immediate past president.

Membership Committee – A committee whose purpose is to increase membership and to organize activities for such purpose.

Zoning/Restrictions Committee – A committee to monitor all applications to change zoning in the area represented and adjacent thereto and to ensure compliance with recorded deed

and subdivision restrictions. A member of this committee will be responsible for attending the monthly Metro 9 Council meeting.

Police and Fire Committee – A committee to participate in neighborhood watch and other fire and crime prevention measures and to develop a close working relationship with the law enforcement and fire departments serving the area represented.

The president shall recommend such other committees as required for the conduct of the affairs of the corporation. Chairmen appointed by the president may select and recruit committee members from the general membership for the purpose of assisting them in their respective undertakings.

7. MEETINGS

Regular meetings of the association Board of Directors and Committee members shall be held quarterly on the second Monday of the second month of each quarter at 7:30 p.m. or at such other time as the Board of Directors shall set, with fifteen days' notice of any change being required to all directors and committee chairmen. No notice of the regular meeting shall be required once fixed by the board. Special meetings may be called by the president or by a majority of the Board, in which case reasonable notice shall be given.

The date of the annual meeting shall be fixed by the Board and shall be set initially for the second Monday of June beginning at 7:30 p.m., with reasonable notice given to membership by signs, newsletter, or flyers. The location of the meetings may vary due to availability of facilities at which the meetings may be held.

8. ELECTIONS

Nominations for new Board members/Officers shall be submitted to the Board one month prior to the annual meeting. Additional nominations may be received from the floor if no nominations are submitted prior to the meeting or if any nominee remains unchallenged at the time of the vote.

An officer may be removed for cause by two-third's vote of the officers present and voting at any meeting of the Board of Directors at which a quorum is present. An officer who has missed two consecutive quarterly meetings or who otherwise has a record of frequent absences from meetings or who has not participated in the activities of the corporation may be removed from the Board of Directors. The Board of Directors shall mail written notice to the officer/director at his address as it appears of the membership records, giving reasonable notice of the date, time, and place of the meeting at which such action is proposed to be taken. The Board of Directors may by majority vote of the directors/officers present and voting, fill any vacancy caused by death, resignation, removal, or incapacity of an officer/director or may continue operation with a quorum of the remaining directors/officers.

9. RULES

Robert's Rules of Order, revised, shall govern this organization in all cases where applicable and where not inconsistent with these bylaws.

10. ORDER OF BUSINESS

Any matter of business brought before the association shall be presented to and acted upon by the Board of Directors. Any motion not acted upon by the Board of Directors within ninety days can be brought before the general membership at the annual meeting or at a special general membership meeting called for such purpose by a majority of the Board of Directors.

Unless otherwise stated, the order of business for the meetings of the Board of Directors shall be as follows:

- a. Call to Order
- b. Calling of the Roll
- c. Reading of the minutes of the previous meeting and proposing them for adoption.
- d. Announcements and guest speakers
- e. Reports of officers and committees
- f. Unfinished business
- g. New business
- h. Adjournment

11. QUORUM

A quorum of the Board of Directors shall consist of a majority of the members of the Board. The vote necessary to transact business at the annual meeting shall be majority of those present and deemed eligible to vote after due notice has been sent to all membership.

12. AMENDMENT OF BYLAWS

The Bylaws may be amended by a majority vote of the Board of Directors present and voting at a meeting for which notice has been given thirty days in advance and in which notice of the proposed amendment has been stated.

13. DUES

Dues are set at \$25.00 per individual single-family unit per year, until such a time an amendment is made by the board following written approval of 75% of the residents. Only those members who are current in payment of dues shall be eligible to vote at the annual meeting, with one vote to be cast per household and with the membership role to be closed 15 days prior to the annual meeting for purposes of determining eligibility for vote at the annual meeting. Dues become delinquent 30 days after the due date, at which time membership is subject to the provisions stated in Section 5 of the Act of Restrictions for Hunter's Glen Subdivision (First and Second Filing).

Dues were raised to \$60.00 per individual single-family unit per year by written approval of 75% of residents in October 2018. Henceforth, the dues will be \$60.00 per individual single-family unit per year until such a time an amendment is made by the board following written approval of 75% of the residents.

14. CHECKING AND SAVINGS ACCOUNTS

The Board of Directors shall be authorized to open such checking, savings, and other accounts as necessary to conduct the financial situation of the corporation, with checks of the corporation requiring signatures of two directors/officers as designated by the Board of Directors as a requirement for expenditure of funds. A treasurer's report shall be rendered to the Board of Directors on a quarterly basis and shall be rendered by the treasurer at the annual meeting of the general membership.

15. DISSOLUTION OF THE CORPORATION

At such time as a voluntary or involuntary dissolution of the corporation and distribution of the assets is made, such assets shall be disposed of in accordance with the Articles of Incorporation consistent with the Internal Revenue Service rulings in regard to non-profit, tax-exempt corporations.

The foregoing bylaws were presented to the incorporators and initial Board of Directors at the first meeting held for such purpose and are hereby certified as being adopted by said Board of Directors as evidenced by the signature of the president of the corporation subscribed hereto.